

Naval Surface Warfare Center Philadelphia

Unconscious Bias Training

Solicitation #: N6449823Q5054

Due Date: 27 January 2023, 3:00 P.M. EST

Technical and Price Proposal

Submitted by:



On Track Coaching, LLC
1112 Jensen Dr. Ste. 202
Virginia Beach, VA 23451
DUNS#: 079784346 | CAGE#: 7CUL8
POC: (b)(6) P
Phone: (b)(6)
Email: (b)(6)
www.ontrackcoaching.net

Submitted to:

Naval Surface Warfare Center Philadelphia
Code 0233, (b)(6)
(b)(6)
5001 South Broad St. Bldg. 4
Philadelphia PA 19112

This proposal includes data that shall not be disclosed outside the Recipient and shall not be duplicated, used or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, the Recipient shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Recipient's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in all sheets herein.

“Source Selection Information”

January 27, 2023

Attention: (b)(6)

Solicitation#: N6449823Q5054

On Track Coaching, LLC (On Track Coaching) is pleased to submit this proposal for Unconscious Bias Training. On Track Coaching is a Service-Disabled Veteran-Owned (SDVOB) contractor with offices in Virginia Beach, VA.

On Track Coaching is also a HUBZone, Women-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), and Economically Disadvantaged WOSB (EDWOSB) that possesses the skills and capabilities necessary to perform the stated requirements and has provided the requested information to satisfy the response requirements.

On Track Coaching takes no exceptions to any of the terms, conditions, and clauses in the solicitation. On Track Coaching's offer is good for 120 days.

Sincerely,

(b)(6)

On Track Coaching, LLC

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 100 PAGES	
1. REQUEST NO. N6449823Q5054	2. DATE ISSUED 13-Jan-2023	3. REQUISITION/PURCHASE REQUEST NO. 1301054320	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY NAVAL SURFACE WARFARE CENTER PHILA CODE 0238 (b)(6) (b)(6) 5001 SOUTH BROAD STREET, BUILD NG 4 PHILADELPHIA PA 19112			6. DELIVER BY (Date) SEE SCHEDULE		
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) (b)(6) (b)(6)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE On Track Coaching, LLC 1112 Jensen Dr. #202 Virginia Beach, VA 23451 7CUL8			9. DESTINATION (Consignee and address, including ZIP Code) NAVAL SURFACE WARFARE CENTER PHILA (b)(6) NSWC PHILADELPHIA DIVISION NSLC DETACHMENT 1601 LANGLEY AVE BLDG 542 PHILADELPHIA PA 19112 (b)(6)		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 27-Jan-2023					
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE (Include applicable Federal, State, and local taxes)					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE					
12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code) (b)(6) 1112 Jensen Dr. #202 Virginia Beach, VA 23451		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (b)(6)		15. DATE OF QUOTATION 1-27-2023	
		16. NAME AND TITLE OF SIGNER (Type or print) (b)(6)		TELEPHONE NO (Include area code) (b)(6)	

Section A - Solicitation/Contract Form

CONTINUATION SHEET**Standard Form (SF) 18 – REQUEST FOR QUOTATION****NOTE: THIS IS A COMBINED SYNOPSIS/SOLICITATION FOR COMMERCIAL ITEMS****1. Block 10****Offer Due Date / Local Time: 27 January 2023 by 3:00 P.M. Local Time****EMAIL OFFERS ARE AUTHORIZED****Emailed Offers should be sent to: (b)(6)****FACSIMILE OFFERS ARE NOT AUTHORIZED****2. Block 17a: Offeror's assigned DUNS Number: 079784346 UID 24L2GV86Q3****Offeror's CAGE CODE: 7CUL8****3. Are you registered in System for Award Management (SAM)?****(x) YES () NO*****You will not be eligible for award if you are not registered in the System for Award Management (SAM). If you have previously registered, make sure that your registration has not expired.***

NOTE: Offeror's should ensure that all clauses, certifications, and representations within this solicitation have been accurately completed.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Unconscious Bias - Session 1 FFP See Statement of Work in Section C. FOB: Destination VENDOR PART NR: 300000099901-0120 PURCHASE REQUEST NUMBER: 1301054320 PSC CD: U008	(b)(4)	(b)(4)	(b)(4)	(b)(4)
					(b)(4)
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Unconscious Bias - Session 2 FFP See Statement of Work in Section C. FOB: Destination VENDOR PART NR: 300000099901-0120 PURCHASE REQUEST NUMBER: 1301054320 PSC CD: U008	(b)(4)	(b)(4)	(b)(4)	(b)(4)
					(b)(4)
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Unconscious Bias - Session 3 FFP See Statement of Work in Section C. FOB: Destination VENDOR PART NR: 300000099901-0120 PURCHASE REQUEST NUMBER: 1301054320 PSC CD: U008	(b)(4)	(b)(4)	(b)(4)	(b)(4)

(b)(4)

NET AMT

(b)(3), (b)(4)

(b)(3), (b)(4)

(b)(3), (b)(4)

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(b)(4)

(b)(3), (b)(4)

TECHNICAL APPROACH

Upon task order award On Track Coaching will coordinate with the Technical Point of Contact (TPOC) to confirm training dates and provide the facilitator's information who will conduct the course. We also request student rosters and location for drop shipment of student guides and learning activities. We will develop the detailed Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) during the planning phase. The IMP and IMS are living documents and will be managed and updated as needed throughout the period of performance (POP) by Dr. Maggie Sizer, who will serve as Project Manager (PM) and assistant facilitator.

Blended Training Methodology

Our Unconscious Bias Course is a blended training solution that incorporates adult learning theories such as *Andragogy*, *Transformative Learning*, and *Experiential Learning*. Using this approach is two-fold; first using different adult learning theories and training methodologies will resonate better with students based on their primary learning style (Auditory, Visual, or Tactile);

second, this approach provides students an experiential learning experience that incorporates facilitator-guided lecture, discussion videos, peer-teach-back activities, role-play scenarios, group exercises, and knowledge checks throughout the course. What separates On Track Coaching, LLC from other companies is the fact that our leadership training programs integrates the latest research on leadership and best practices from leading authorities on leadership development such as Harvard Business Review (HBR), Association for Talent Development (ATD, formerly ASTD), and the Center for Creative Leadership (CCL). This Delegation Course is designed to help students move beyond their comfort zones and let them know and understand the importance of delegating, being able to identify appropriate delegation opportunities, gaining team members buy-in, and maintaining control while delegating.

More importantly, our instructional techniques for both on-site and virtual training sessions integrates a blended training solutions consisting of lecture, experiential learning, instructor-led training (ILT), group discussions, peer-teach-back, group hands-on activities, knowledge checks, and gamification. We clearly understand the characteristics of adult learning in that adult learning is self-directed, autonomous, utilizes knowledge & life experiences, is relevancy-oriented, and highly practical. Students who complete this course thrive in collaborative relationships with both the facilitator and teammates.

For both on-site and virtual training, students will receive a student guide that will be designed to include note-taking sections, a recommended reading list for leadership, and professional development content and resources relevant to today's diverse generational workforce for day-to-day operations of full-time employees. Topics included include: Recognizing and addressing personal and organizational unconscious biases, and how that can affect hiring decisions. Learning tools and techniques to assess inclusivity in the workplace. Appreciating the value of contributions made by all employees. Respect for individual differences and diverse perspectives. Learning how unconscious bias can be reduced/managed at the individual and organizational level.

One Day Unconscious Bias Training

Topic	Time
Welcome and Introduction	10 Min
Cover Course Objectives	10 Min
Cultural Competency	30 Min
Circle of Differences	20 Min
Break	15 Min
Stereotypes	30
Understanding, Awareness, and Empathy	45
Acceptance, Receptiveness, and Respect	20 Min
Lunch	60 Minutes

Acceptance, Receptiveness, and Respect Cont.	50
Behavior, Self-Awareness, and interpersonal Skill	60
Break	15 Min
Microaggressions	50
Increase Your Cultural Competency	50
Wrap-up	15 Min
Total	480 minutes (8Hours)

Activity	Assignment
Pre-Work	Each day there will be a short pre-work assignment that will discuss during the class.
Pre-Test	Online Assignment students will be given a link to access the LMS course. The pre-test
Post-Test	Online Assignment, The end of the course will include a post-test to ensure students have gained.
Learning Activities	Learning activities are included within each section. They include role-plays, discussions, practice exercises, videos, case studies, breakout rooms for virtual training.
Quizzes	After each module, there will be a short quiz to check student comprehension
Lecture	Used throughout the course in addition to PowerPoint presentations, learning activities, videos, and polls.
Certificate	Students are encouraged to attend the course each day. Requirements for End of Course certificate students must attend at least 90% of the course and complete 100% of the assignments.

PAST PERFORMANCE

Pryor Learning Solutions, Inc./Fred Pryor Seminars and Career Track

- **Contractor # 2712**
- **Contract Type (FFP)**
- **Project Role (Prime)**
- **Period of Performance Nov. 2016 - Present**

- **Customer Reference/ (POC)**

- **Name/Title** (b)(6), Recruiter Contract Trainers
- **Phone** (b)(6)
- **Email** (b)(6)

- **Description of service:**

Provide public, private, and military sectors with extraordinary training workshops and seminars, both onsite and online. Each course is for one or two days. Provide other related services including instructional design, and course evaluations. Specific courses taught include but are not limited to, Unconscious Bias, Leadership, Team Building, Emotional Intelligence, Project Management, Conflict Management, Performance Management, and Communications Management.

Project Title: The Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD)

PIID/Contract/Purchase Order#: 2222829

Agency/Business: The Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD)

Contract Type: FFP

Start Date: 7/19/2022

End Date: 12/30/2022

Project Role: Prime

Customer Reference/Point of Contact (POC):

Name/Title: (b)(6)

Phone: (b)(6)

Email: (b)(6)

Project Description: On Tracking Coaching, LLC (OTC) provided Unconscious Bias training to leaders, Supervisors, and Team Leads. Course content included: The understanding concept of unconscious bias Different types of unconscious bias and how they impact the workplace Recognizing and acknowledging personal biases and their impact on workplace Strategies for overcoming personal and organizational bias.

Project Title: Sandia National Laboratories Emotional Intelligence Training

PIID/Contract/Purchase Order#: 2222829

Agency/Business: Sandia National Laboratories New Mexico and California

Contract Type: FFP

Start Date: 1/20/2021

End Date: 1/19/2022

Project Role: Prime

Customer Reference/Point of Contact (POC):

Name/Title: (b)(6)

Phone: (b)(6)

Email: (b)(6)

Project Description: On Tracking Coaching, LLC (OTC) provides Emotional Intelligence Training for Sandia National Laboratories (Sandia). OTC shall provide Emotional Intelligence for Sandia Level One Leaders. Participants learned using case studies, video-based learning, exercises, group discussions, assignments, and simulations. The training course is two 4-hour sessions. Emotional Intelligence course objectives are structured as follows: Day 1 objectives:

Emotional Quotient Skills, regulating distressing emotions, Responding with empathically, The emotional brain, Personal Competence, Self-Management, Self-Awareness, Motivation, Competency behaviors, Emotional Intelligence Framework, Emotional Intelligence in the Workplace, and the factors of Emotional Intelligence. Day Two is structured as follows: Cultivating awareness, recovering from an emotional incident, Amygdala hijacking, Body-mind feedback loop, Social Competence, Relationship Management, Social Awareness, Empathy, Conflict response, Social Skills, Developing Emotional Intelligence Skills, and Intrapersonal/Interpersonal Skills.

Building Leaders Course: Emotional Intelligence Training

Contract#/Purchase Order#: FA480920P0098

Agency/Business: 4TH CONS SQDN CC, SEYMOUR JOHNSON AFB, NC

Contract type: FFP

Period of performance: Current Contract date of award May 2020 – September 2020

Project Role: Prime

Customer Reference / Point of Contact (POC):

Name / Title: (b)(6) (b)(6) (b)(6)

Phone: (b)(6) (b)(6) (b)(6)

Email: (b)(6) (b)(6)

Description of services:

On Track Coaching, LLC as a prime contractor, provides the Department of the Air Force 4th Fighter Wing (ACC), Seymour Johnson AFB, NC, provide Building Leaders Course that builds leaders through developing Emotional Intelligence. Through the Building Leaders through Emotional Intelligence, On Track Coaching, LLC exceeded expectations in offering a class for leaders that fully embraces the need for behavioral changes that alleviate destructive behaviors. This course targeted specifically, drug and alcohol abuse, domestic abuse, driving under the influence and driving while intoxicated, suicidal attempts or ideations, and sexual assault or abuse. Behavior change is complicated and complex because it requires a person to disrupt a current habit while simultaneously fostering a new, possibly unfamiliar, set of actions. What we offer is a four-step process that focuses on interpersonal skills resulting in an action plan. The steps include observing your actions and their effects, analyzing what you observe, strategizing an action plan, and finally leading to change behavior by taking action. It allowed individuals and especially leadership to recognize signs and signals of potential behavioral changes and or negative behavior.

Performance Management Communications Training

Contract#/Purchase Order#: N0017419A0049

Agency/Business: NSWC IHEODTD Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division

Contract type: FFP

Period of performance: May 2020 – September 2020

Project Role: Prime

Customer Reference / Point of Contact (POC):

Name / Title: (b)(6), Labor & Employee Relations

Phone: (b)(6)

Email: (b)(6)

Description of services:

On Track Coaching, LLC as a prime contractor to provide Performance Management Communication training for the U.S. Navy, Naval Special Warfare Command (CNSWC). On Track Coaching, LLC conducted Performance Management Communication training defining performance management and how a good performance management process can improve an organization's results; outline the importance of connecting daily tasks to an organization's mission, vision, values, and business goals; highlight how performance management focuses on both easily quantifiable skills and those important activates to objectively measure; and discuss strategies for delivering and receiving feedback (to include constructive criticism). The participants gained knowledge on how to improve listening skills, understand the value of feedback and the different types of feedback as well as learn how feedback impacts engagement and can improve performance.

Dahlgren Leadership Academy BPA

- **Contract#/Purchase Order#:** Blanket Purchase Agreements (BPAs) N0017819FA645, N0017819FA683, N0017819FA684, N0017820FA606, and N0017820FA607)
- **Agency/Business:** (Naval Surface Warfare Center, Dahlgren)
- **Contract type:** (FFP)
- **Period of performance:** (4 February 2019 to 31 January 2024)
- **Project Role:** (Sub)
- **Customer Reference / Point of Contact (POC):**

- **Name / Title:** (b)(6) (b)(6) Academic Dean)
- **Phone:** (b)(6)
- **Email:** (b)(6)

- **Description of services:** Description of work

Conducts 5-day leadership development training to select NAVSEA civilian employees at Naval Surface Warfare Center located in Dahlgren Virginia. These leadership courses are customized to help participants develop the knowledge, skills, and abilities (SKAs) needed to effectively lead teams, lead self, lead people, organizations and projects as outlined in the Department of Defense (DoD) Civilian Leader Continuum and Framework. Using Naval Education and Training Command (NAVEDTRA 136) and the Analyze, Design, Develop, Implement, and Evaluate (ADDIE) Model, courses are developed to provide participants with those core leadership competencies required by all leaders such as critical thinking skills, flexibility, effective communication, customer service skills, problem-solving, collaboration, cooperation, and teamwork that support constructive resolution during conflict. Other topics discussed during the 5-day program include employee engagement, employee motivation, social intelligence (SI), emotional intelligence (EI), generational differences, accountability, conflict management, vision, political savvy, continual learning, resilience, interpersonal skills, and human capital management. These customized 5-day courses are designed to support 25 to 30 DoD NAVSEA civilian workers in grades GS 1 through GS 13 coming from various Naval Surface Warfare Centers (NSWCs) and Naval Undersea Warfare Centers (NUWCs) who may or may not be in leadership positions.

3-Day Teambuilding Course Dam Neck

- **Agency/Business:** (Dam Neck)

- **Contract type:** (FFP)
- **Period of performance:** (1 September 2019 to 30 September 2019)
- **Project Role:** (Sub)
- **Customer Reference / Point of Contact (POC):**
 - **Name / Title:** (b)(6) . M.P.P.A; HR Specialist)
 - **Phone:** (Enter Phone (b)(6))
 - **Email:** (b)(6)
- **Description of services:** Description of work

This three-day (3) Five Behaviors of a Cohesive Team® training program is designed to help students better understand their Dominance, Influence, Steadiness and Conscienceless (DiSC®) Style and how their style impacts how they interact with other team members, as well as how they handle conflict. The learning outcomes for the Team Building Course helped students understand the behaviors of a cohesive team and the importance of building trust, managing team conflict, employee buy-in, employee engagement, management versus leadership, problem-solving, critical thinking, team dynamics, team principles, achieving commitment from team members, embracing team and individual accountability, and focusing on team results. This three-day workshop also expanded on delegation, problem-solving, inclusion, cultural diversity, conflict management, emotional intelligence (EI), and critical thinking.

Naval Sea Systems Command (NAVSEA) Naval Surface Warfare Center, Dahlgren Division (NSWCDD)

Contract Number: N00178-15-A-4697

Type of Contract: Firm Fixed Priced

Contract Dollar Value: Total BPAs conducted for Leadership Development and Teambuilding training in FY 16 for Dahlgren, Virginia consisted of BPAs: 001, 0014, 0015, 0017, 0019, 0024, 0027, 0028

Point of Contact Information for the company/agency you serviced:

Name of the Contact Person & their position: (b)(6) (b)(6)

Leadership Development Programs

Supervisor Training Manager

Workforce Development, Code 1016

Address: Naval Surface Warfare Center Dahlgren Division, Dahlgren, Virginia

Telephone Number: (b)(6)

E-mail: (b)(6) (b)(6) @ (b)(6) (b)(6)

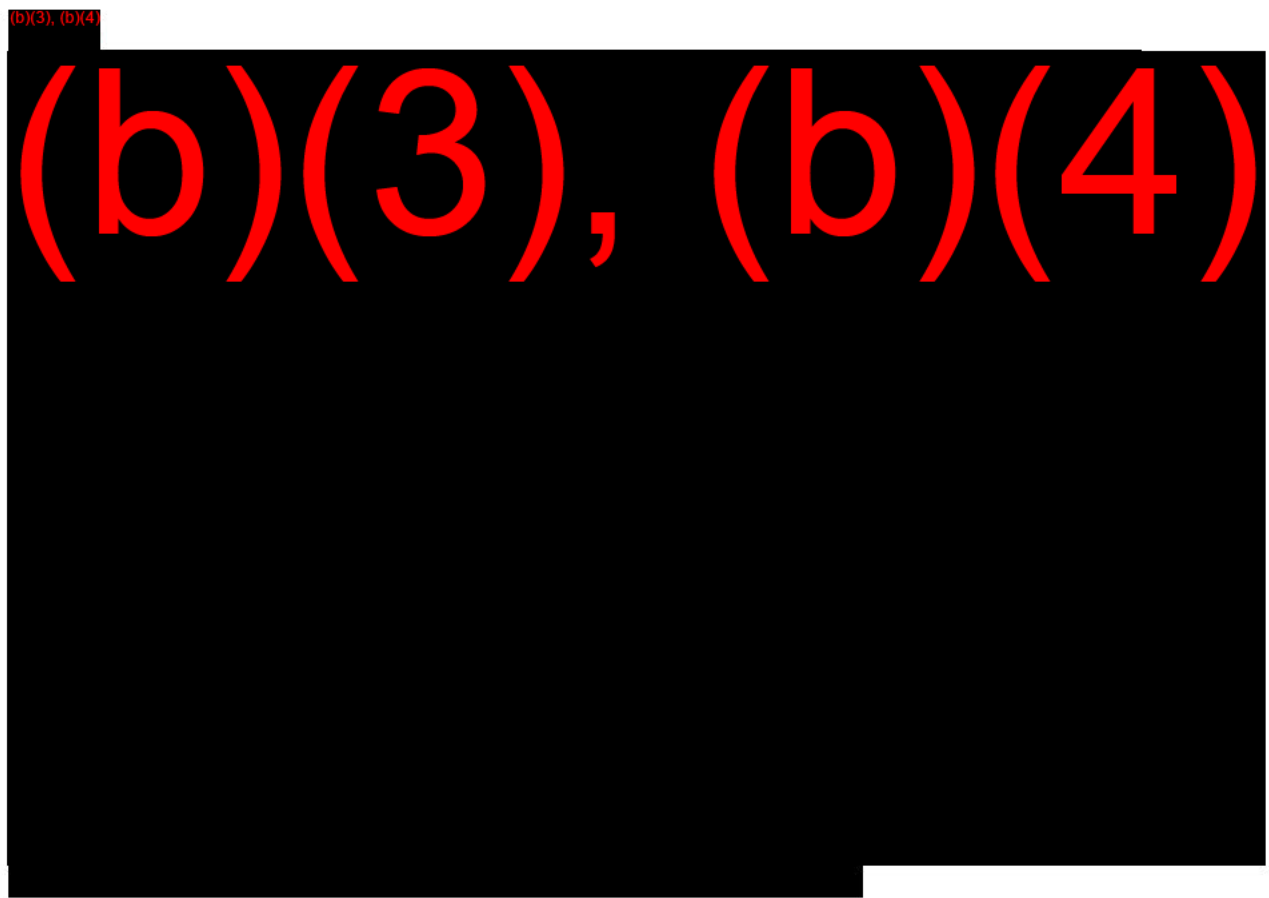
Description of Supply/Service(s) provided, location & relevancy of work:

Location: Naval Surface Warfare Center Dahlgren Division Dahlgren and Virginia Beach Virginia

Description of Services: ZB Training Solutions, and On Track Coaching, LLC developed and conducted a 16-hour leadership course using instructional systems design (ISD) best practices and the ADDIE Model for instructional design development. Our Instructional Design Team consisting of adjunct professors, executive coaches, master trainers, lean six sigma black belt instructors, and PMI certified project managers delivered various leadership and team-building courses to select NAVSEA civilian employees within the Naval Surface Warfare Center Dahlgren Virginia and

Virginia Beach Virginia. Courses were designed to develop the knowledge, skills, and abilities (SKAs) needed to effectively lead teams and projects, and organizations as outlined in the Department of Defense (DoD) Civilian Leader Continuum and Framework. These two-day courses consisted of 20-30 students coming from the Naval Surface Warfare Centers at Dahlgren and Virginia Beach Virginia. Course topics were designed to provide participants with a better understanding of effective leadership and team-building principles, the CALM model for conflict management, and strategies for success, emotional intelligence (EI), generational differences, leadership styles, and theories, accountability, commitment, delegation, employee feedback, effective communication, developing team cultures, managing conflict, motivating team members, and team collaboration. Learning outcomes for each course provided students with an experiential learning experience and a variety of strategies to lead teams and projects effectively, and build skills used to effectively interact with stakeholders outside of the organization, such as other departments, programs, and project sponsors.

(b)(3), (b)(4)



(b)(3), (b)(4)

On Track Coaching, LLC is confident that we can perform these requirements of the contract for the proposed cost of (b)(3), (b)(4)